



United States
Department of
Agriculture

Forest
Service

Pacific
Southwest
Region

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File Code: 6410

Date: April 19, 2010

Mr. Tom Lutzenberger
Assistant Deputy Director of Management Services
California Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, CA 94244-2460

Dear Mr. Lutzenberger:

Enclosed is the report resulting from our Federal Excess Personal Property Functional Assistance Visit, conducted on February 22-26, 2010. Given our observations, it is apparent that Kern County is benefitting from the utilization of Federal Excess Personal Property. The visiting team expresses its appreciation for the hospitality and cooperation exhibited during their site visit.

Should you have any questions or concerns, please contact Penny Beale at the letterhead address; E-mail at pbeale@fs.fed.us; or telephone number: (707) 562-8905.

Sincerely,

/s/ James M. Peña (for)
RANDY MOORE
Regional Forester

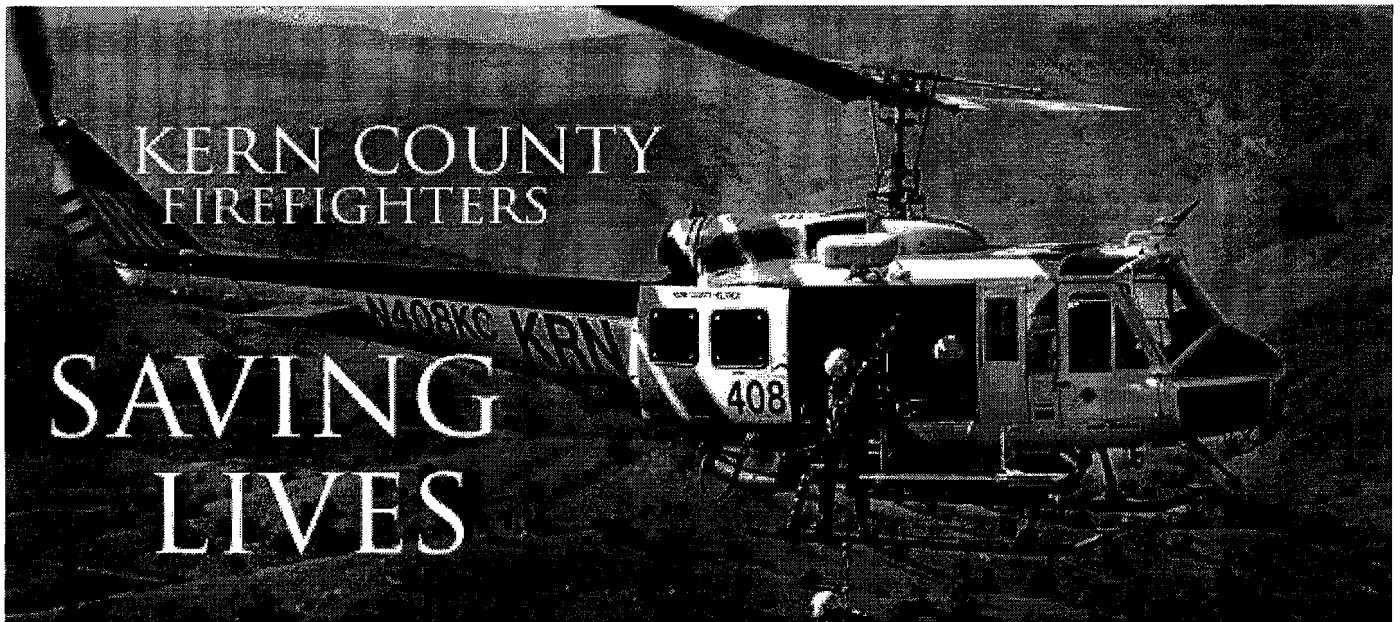
Enclosures

cc: Trudie Mahoney
Ed Hollenshead
Taylor
William C Whitson
Barbara Rowe Cal Fire
Yolanda Rodriguez Cal Fire
Fire Chief Nick Dunn
Battalion Chief Tim Holliday
Ralph Tucker Kern County FD



Functional Assistance Visit FEPP Personal Property

February 22 – 26, 2010



Kern County Fire Department

*USDA Forest Service
Pacific Southwest Region 5*

Prepared by: Penny Beale

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I. INTRODUCTION

This Functional Assistance Visit (FAV) was a team effort of the California Department of Forestry and Fire Protection (CAL FIRE), Kern County Fire Department (KCFD) and the USDA Forest Service (FS) to manage Federal Excess Personal Property under the Cooperative Fire Protection (CFP) Program.

The overall administration of the Federal Excess Personal Property (FEPP) was reviewed including the use, management, accountability, and disposal of FEPP. The FEPP FAV visit was conducted February 22 - 25, 2010. Information from the visit is contained in this report.

Kern County is one of six contract counties within the state of California. The California Department of Forestry and Fire Protection (CAL FIRE) is responsible for fire protection within State Responsibility Areas (SRA). In most cases SRA's are protected directly by CAL FIRE, however, in Kern, Los Angeles, Marin, Orange, Santa Barbara and Ventura counties, SRA fire protection is provided by the counties under contract with CAL FIRE. Known as "Contract Counties", they protect 3.4 million acres of SRA.

CAL FIRE provides funding to the six counties for fire protection services including wages of suppression crews, lookouts, maintenance of fire fighting facilities, fire prevention assistants, pre-fire management positions, dispatch, special repairs, and administrative services. The Department's budget also provides for infrastructure improvements, and expanded fire fighting needs when fires grow beyond initial attack.

Contract Counties are responsible for providing initial response to fires on SRA. When a wild land fire escapes this initial attack, CAL FIRE responds with fire fighting resources to assist the county.

Currently, the state funds 68 fire stations, 82 fire engines, 12 bulldozers, 10 fire prevention officers, and portions of the 6 emergency command centers in the six counties.

CAL FIRE continues to provide other services to Contract Counties including urban forestry grants, support during earthquakes, floods, and other disasters, and the services of California State Fire Marshall which was consolidated into CAL FIRE in 1995.

Kern County is a contract county currently assisting 9 cities and 41 communities throughout the county. The KCFD has 373 pieces of FEPP property. The majority of FEPP property is rolling stock and generators protecting an estimated 800,000 thousand citizens. The KCFD FEPP property totals about \$16 million in acquisition cost. During this visit, a total of 50 FEPP items were inventoried.

II. PURPOSE OF VISIT

The United States Forest Service (USFS) is authorized to loan property to state foresters under cooperative agreements (Cooperative Forestry Assistance Act of 1978, PL 95-313). The Forest Service also retains ownership of the property and must account for the property by regular inventory. The first component of the review process is designed to identify areas of weakness in the program. Because the FEPP program is a cooperative program, identifying shortfalls is an important component of the review process. The second component of the review process is to

develop an action plan to correct weaknesses. Setting realistic completion dates to make corrections and establishing a follow-up process is part of the action plan. The last component in the review process is identifying the commendable actions or processes that keep the FEPP program active and productive.

III. REVIEW TEAM

During each FEPP visit, state and federal employees who work with FEPP are invited to participate as members of the review team. The FS and CAL FIRE review team members were:

Penny Beale, Property Management Officer, USFS – Vallejo, CA

Cynthia Sanderson, Property Management Specialist, USFS - Vallejo, CA

Barbara Rowe, Manager FEPP, CALFIRE, – Sacramento, CA

Alicia Hastings, FEPP Analyst, CALFIRE – Sacramento, CA

Velma Bermudez, FEPP Analyst, CALFIRE – Sacramento, CA

IV. ENTRANCE CONFERENCE

The entrance conference was held at the Kern County Fire Department conference room in Bakersfield, California. During the entrance briefing, the KCFD presented a report about how the KCFD is currently managing and supporting fire suppression throughout Kern County by utilizing FEPP equipment. Team Leader, Penny Beale, advised those present of the purpose, scope, and objectives of the review. In addition to the FEPP review team members, the entrance briefing was attended by Fire Chief Nick Dunn, Director of Emergency Services; Battalion Chief Tim Holliday; Ralph Tucker, FEPP Manager; and Rudy Negrete, Fire Equipment Technician.

V. COMMENDATIONS

Fire Chief Dunn and the Kern County Fire Department staff are to be commended for their outstanding and continued support to Kern County. The KCFD operates an effective and efficient FEPP program. It is obvious from this visit that the county takes great pride in administration of its FEPP program. Due to the resources and efforts that the KCFD staff puts into the FEPP program, there is exceptional accountability of FEPP equipment on loan to Kern County. The KCFD staff demonstrates leadership through their dedication and enthusiasm for the FEPP program.

The KCFD was a great host and prepared for the visit.

It was evident from this visit that the KCFD departments that were visited have done an excellent job of labeling their FEPP equipment. FEPP tags were present on all but a few items inventoried. In addition, FEPP tags were in highly visible locations and easy to find.

Ralph Tucker and Rudy Negrete are doing an outstanding job of updating records in FEPMIS when discrepancies are discovered and reporting excess property in a timely manner. Ralph has general knowledge of the FEPP program and knows the location and other pertinent information about FEPP equipment on loan to the KCFD.

All FEPP items inventoried at these locations were in good condition.

VI. COMMENTS

The KCFD operates an outstanding FEPP program. All FEPP property that was inventoried is being used appropriately and well maintained.

One area of weakness identified is that the KCFD is limited to storage.

The KCFD is in compliance with federal regulations.

Excess property items are being reported in a timely manner. A few items inventoried had incorrect serial numbers and were missing model and model year information in FEPMIS. All vehicles inspected were insured and used according to FEPP regulations.

VII. EXIT CONFERENCE

The exit conference was held at Kern County headquarters conference room in Bakersfield, CA. Team Leader Penny Beale presented a review of the findings and made suggestions and recommendations. In addition to the FEPP review team members, the exit conference briefing was attended by Fire Chief Nick Dunn, Director of Emergency Services; Battalion Chief Tim Holliday; Ralph Tucker, FEPP Manager; and Rudy Negrete, Fire Equipment Technician.

Program Review Summary

Physical inspection was made of 50 pieces of excess property located at 6 locations.
(See notes in Exhibit A).

A. Critical Items

CRITICAL ITEM	YES	NO
1. Are physical inventories being conducted every two years?	Yes*	
2. Were items selected for sampling found in the expected locations?	Yes	
3. Were items selected for sampling found in proper program use?	Yes	
4. Is the State providing receipt copies of transfer orders to the FS with complete information?	Yes	
5. Were the selected transfer document audit trails complete, including the internal transfers?	Yes	
6. Are the physical inventory results being reconciled with the FS	Yes	

inventory?		
7. Is the FS entering property inventory information correctly and promptly?	Yes	
8. Does the State have a formal disposal process?	Yes	
9. Is the disposal process being followed consistently?	Yes	
10. Is there a formal process in place to resolve concerns identified during state reviews or audits?	Yes	
11. Have action items from the last review/audit been cleared?	Yes	
12. Does the State have a formal process for ensuring proper programmatic use of FEPP?	Yes	
13. Are there written agreements with each local fire department for the use and care of FEPP?	N/A	
14. Do the agreements cover all the equipment?	N/A	
15. Is unused or neglected equipment being reported for disposal?	Yes	
16. Does the state have an Acquisition Plan?	Yes	
17. Is equipment identified as FEPP?	Yes	
18. Is there a formal process for assignment of equipment?	Yes	
19. Is the formal process for assignment being followed consistently?	Yes	
20. Is rehabilitation being accomplished in a timely manner?	Yes	
21. Is modification done properly and safely?	Yes	
22. Does the State have a way to ensure liability insurance is carried on all vehicles?	Yes	
23. Are vehicles registered to protect the government's interest?	Yes*	
24. Does the State have a process for signing out warehoused property, whether to local fire department personnel or to State employees, to provide assurance that program rules are being followed?	N/A	
25. Does a paper-audit of State non-inventoried property records indicate that the State knows where it is, and takes proper steps to be sure that it remains in service or is disposed of properly?	Yes	
26. Were the items inspected properly maintained and stored?	Yes	

NOTE: On the "Critical Item" list, any "NO" response requires an action item. "YES" Items with* have exceptions or explanation in the narrative below the summary.

B. Standard Items

STANDARD ITEM	YES	NO
27. Is the State Forester knowledgeable of the FEPP program and State responsibilities?	Yes	
28. Does the State clearly justify unusual requests?	Yes	
29. Is there regular contact between the State Forestry staff and local firefighters?	N/A	

30. Does the State have regulations and policies in place for the FEPP program?	Yes	
31. Does the State use electronic screening/freezing to facilitate acquisition?	Yes	
32. Are permissions obtained prior to cannibalization?	Yes	
33. Are cannibalizations completed within 18 months and the carcasses disposed of properly?	Yes	
34. Are any bone yards kept to a minimum?	Yes	
35. Are Cooperative agreements current, with signatures that are still valid?	Yes	
36. Were the items physically inspected appropriately stored and maintained?	Yes	
37. Are screener's cards current?	Yes	
38. Do screeners have access to the FEPP Desk Guide?	Yes	
39. Does the state have a method for volunteer fire departments to acquire firefighting equipment at a reduced cost?	Yes	
40. Does the state use the GSA Wildfire Protection Equipment & Supplies Catalog?	Yes	
41. Does the state sponsor cooperators use the GSA Federal Supply Purchasing system?	Yes	
42. Does the state have updated agreements with the cooperators they have sponsored to use the GSA ordering system?	N/A	
43. Does the State have regulations and policies in place for the GSA Purchasing program?	Yes	

IX. NARRATIVES

A. Critical Item "YES" (with Asterisk) Response

1. **Are physical inventories being conducted every two years? Yes*.** The KCFD performs a 100% physical inventory of FEPP annually. FEPMIS inventory worksheets must be used when conducting a FEPP inventory to meet the Federal requirements. All fields in the FEPMIS inventory worksheets must be verified and completed during a FEPP inventory and the inventory worksheet must be signed and dated by the employee who visibly inspected the property.
23. **Are vehicles registered to protect the government's interest? Yes*.** All vehicles that were inspected were insured and were being used according to FEPP program policies. The KCFD currently takes the cooperative agreement and SF-122s to the DMV and gets license plates for their FEPP vehicles. The FEPP vehicles are insured by the county.

B. Explanation of "NO" Response (Critical Item):

None

X. ACTION PLAN

Action Plan – Kern County Fire Department	Who	Due Date	Done
Federal Excess Property Program			
Standard Items			
There are no standard items			<input type="checkbox"/>
Action Plan – Kern County Fire Department	Who	Due Date	Done
Critical Items			
There are no critical items			<input type="checkbox"/>

XI. FINDINGS AND RECOMMENDATIONS:

Responsibility: State Agency

-
1. **Finding:** The following items have incorrect or missing Serial Number/VIN #, Description, Make, Model, Hours/Mileage, Location and Model Year information in FEPMIS:

Truck, AG0001558152
 Truck, AG0001558108
 Truck, AG0001558108
 Bus, AG0001558262
 Lighting Equipment, AG0001562719
 Container, AG0001561837
 Generator, AG0001561798
 Generator, AG0001561882
 Punching Machine, AG0001137440
 Generator, AG0001561906
 Generator, AG0001562563
 Earth Moving, AG0001137490
 Earth Moving, AG0001326167
 Truck, AG0001326114
 Generator, AG0001558218
 Rigid Shelter, AG0001561801
 Hydraulic Trailer, AG0001561916
 Welding Equipment, AG0001562554

Tug, AG0001327440
 Trailer, AG0001558221
 Truck, AG0001558151
 Forklift, AG0001561774
 Truck, AG0001561776
 Truck, AG0001558163
 Milling Machine, AG0001137412
 Generator, AG0001561918
 Generator, AG0001561899
 Bending Machine, AG0001326086
 Truck, AG0001326128
 Earth Moving, AG0001325988
 Truck, AG0001558061
 Generator, AG0001558216
 Truck, AG0001558234
 Truck, AG0001561844
 Fiber Optic Kit, AG0001561921

Recommendation: Correct items in FEPMIS.

Target date: May 31, 2011

Responsibility: State agency

**FEPP Field Locations Visited Kern County Fire Department
February 22-26, 2010**

Exhibition A

LOCATION VISITED	VISITOR	# ITEMS INSPECTED	COMMENTS
Kern County Fire Training	Review Team	5	All FEPP equipment is maintained and in good condition. All equipment has FEPP tags. The 5 items did not list all the required information in FEPMIS.
Kern County Fire Fleet Services	Review Team	13	The FEPP equipment is maintained and in good condition. All equipment has FEPP tags. 10 items did not list all the required information in FEPMIS
Kern County Fire Support Services	Review Team	7	FEPP equipment is maintained and in good condition. All equipment has FEPP tags. The 7 items did not list all the required information in FEPMIS.
Kern County Fire Heavy Equipment Facility	Review Team	5	FEPP equipment is maintained and in good condition. All equipment has FEPP tags. The 5 items did not list all the required information in FEPMIS.
Kern County Fire Rosedale Station #67	Review Team	6	FEPP equipment items are well maintained and in good condition. All equipment has FEPP tags. 5 items did not list all the required information in FEPMIS.
Kern County Fire Keene Helibase	Review Team	5	FEPP equipment is maintained and in good condition. All equipment has FEPP tags. The 5 items did not list all the required information in FEPMIS.

B. EXHIBIT

Agenda

Day 1: Monday, February 22, 2010

14:30PM – 17:00PM

FEPP Entrance Visit with State Forester and Staff

Discussions on General FEPP Issues, review records and procedures

Review Team – Penny Beale, Cindy Sanderson, Barbara Rowe, Alicia Hastings, Velma Bermudez

Day 2: Tuesday, February 23, 2010

08:00AM – 5:30PM

FEPP Field Site Visits

Review Team

Day 3: Wednesday, February 24, 2010

08:00AM – 6:00PM

FEPP Field Site Visits

Review Team

Day 4: Thursday, February 25, 2010

08:00AM – 6:00PM

FEPP Field Site Visits

Exit Round Table Discussion of FEPP Issues and Opportunities

Adjourn

Day 5: Friday, February 26, 2010

08:00AM – Travel Back to Vallejo